

(78)

11 March 1975

MEMORANDUM FOR ALL RECRUITERS

SUBJECT: Bi-Weekly Activity Report

You will be pleased to know that we have modified the reporting format for the Bi-Weekly Activity Report, and the new form is attached. You will note that it reduces the amount of reporting on your part considerably. We will place new emphasis, however, on the narrative portion of the form, and solicit appropriate comments with regard to activities in your territory.

The due dates will remain in effect for this form -- on the Monday following the due date. Kindly pouch early to meet our deadline. Also note that the term Hispanic includes: Mexican Americans, Puerto Ricans, Cuban-Americans, and other Americans of Spanish heritage.



Chief, Recruitment Division

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Attachment

POUCHED TO ALL RECRUITERS

BI-WEEKLY REPORT

RECRUITER'S NAME: _____

FOR PERIOD ENDING: _____

	<u>Clerical</u>	<u>Professional</u>
Number of Written Inquiries Received	_____	_____
Number of Interviews Conducted	_____	_____
Number of Forms Given Out	_____	_____
Number of Cases Submitted to Headquarters	_____	_____

MINORITY RECRUITING

Number of Black Cases Submitted to Headquarters	_____	_____
Number of Hispanic Cases Submitted to Headquarters	_____	_____
Number of Female Applicant Cases Submitted to Hdqs	_____	_____

NARRATIVE